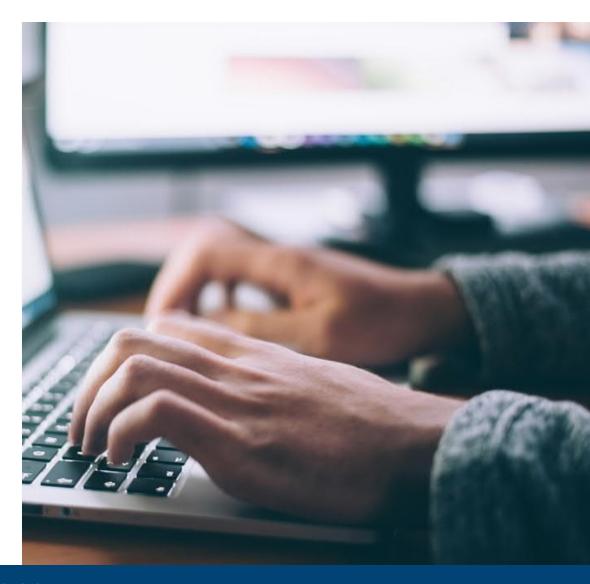
North Carolina Immunization Registry (NCIR)

Reporting Wasted Vaccine (Non-COVID-19 Vaccine)

User Guide

Last Updated: October 28, 2021





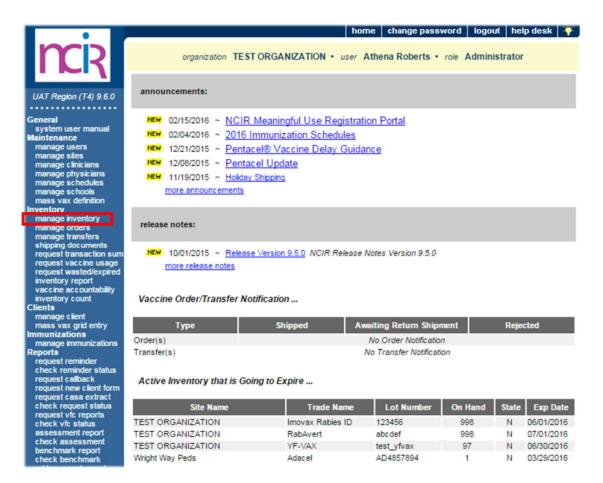
NCDHHS COVID-19 Response

Steps to Document Wasted Vaccine



Step 1 of 5: Navigate to Inventory Page

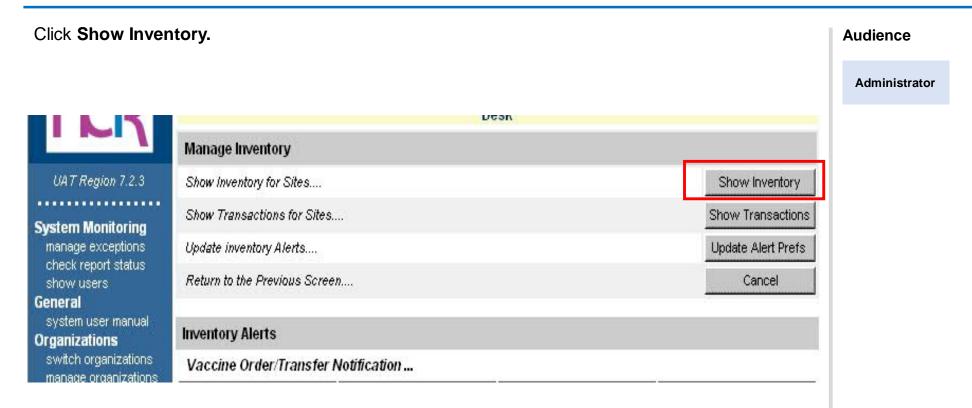
From the homepage, click Manage Inventory







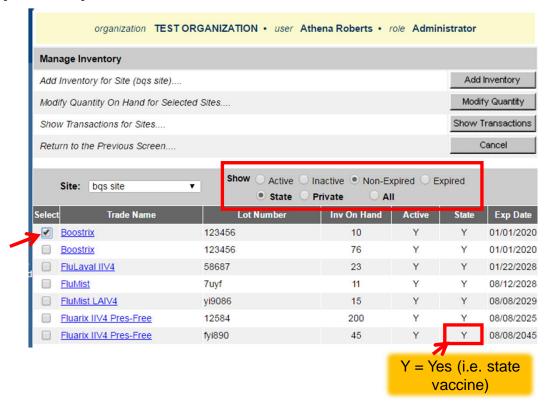
Step 2 of 5: Navigate to Inventory





Step 3 of 5: Select the Correct Vaccine

- 1. Click on the **State** or **Private** radio button to display only state or private vaccine.
- 2. Find each **Trade Name** and **Lot Number** for the vaccine that was wasted.
- 3. Click the **Select** box next to the vaccine so the check appears.
- Click Modify Quantity.

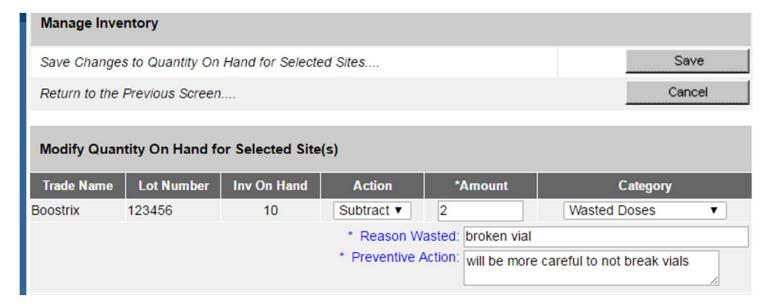






Step 4 of 5: Enter Wasted Dose Quantity

- 1. In the Modify Quantity On Hand section, choose 'Subtract' from the Action drop down list.
- Enter the number of doses wasted in the Amount column.
- 3. Choose 'Wasted Doses' from the Category drop down box.
- 4. This brings up the **Reason Wasted** and **Preventive Action** boxes. Document what happened to the vaccine and how it can be prevented. Both of these boxes are required.
- 5. Click Save.

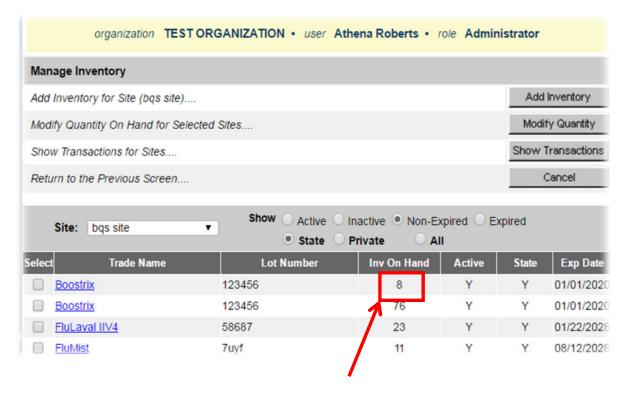






Step 5 of 5: Review Inventory

You are redirected back to the **Show Inventory** screen, where you can check to see that the dose(s) were subtracted.



Audience

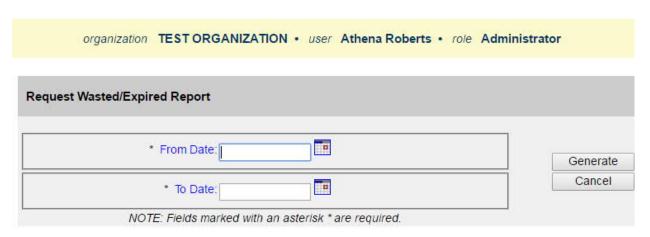


Steps to Run and Send Wasted/Expired Report



Step 1 of 3: Select Date Range for Report

If you wanted to wait to run this report once a month, you could enter the dates to cover a month's period. This part really depends on how much vaccine is wasted and or expired in your facility.



- 1. Click on request wasted/expired.
- 2. Enter the **From Date** and the **To Date**. This date range will give you all the wasted and expired transactions for that period.
- 3. Click **Generate** to view the report.

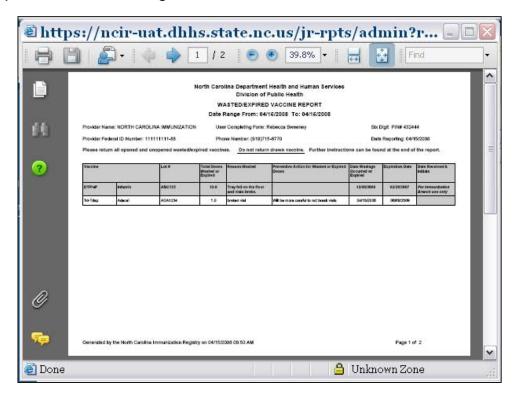




Step 2 of 3: View Report

The wasted/ expired report will appear as a pop-up.

 Make sure the pop-up blocker is not turned on for the NCIR. You may need to make the report bigger to view. In some computers it will be a small pop up and in others it will be bigger already. The report is viewed through Adobe Reader.



Audience



Step 3 of 3: Print Report

This report shows the doses you documented as wasted. You can print this report for your office's records.

North Carolina Department Health and Human Services Division of Public Health

WASTED/EXPIRED VACCINE REPORT

Date Range From: 04/15/2008 To: 04/15/2008

Provider Name: NORTH CAROLINA IMMUNIZATION User Completing Form: Rebecca Sweeney Six Digit PIN# 432444

Provider Federal ID Number: 111111111-88 Phone Number: (919)715-6770 Date Reporting: 04/15/2008

Please return all opened and unopened wasted/expired vaccines. Do not return drawn vaccine. Further instructions can be found at the end of the report.

Vaccine			Total Doses Wasted or Expired		TO STATE OF THE ST	Date Wastage Occurred or Expired		Date Received & Initials
DTP/aP	Infanrix	ABC123		Tray fell on the floor and vials broke.		12/05/2006		For Immunization Branch use only
Td-Tdap	Adacel	ADA1234	1.0	broken vial	Will be more careful to not break vials	04/15/2008	08/08/2009	

Audience



Where to Go for More Help?





Contact your Regional Immunization Program Consultant (RIC)

The RIC Coverage Map with contact information is located on the Immunization Branch website: https://www.immunize.nc.gov/contacts.htm

NC Vaccines Help Desk

1-877-873-6247

https://ncgov.servicenowservices.com/csm_vaccine?id=immunizations&sys_id=69f035b11b037c9099510f6fe54bcbee



Appendix



NCIR Roles

NCIR Role	Role Definition	Corollary Role in CVMS	
Reports Only	This person in NCIR is only able to search for clients and view/print client specific records.	N/A	
Typical User	Person who can manage, including add and edit, clients in NCIR, as well as manage inventory and ordering. This role also has all of the functionality of the Reports Only role.	Healthcare Provider	
Inventory Control	Person who can manage inventory and ordering, as well as all of the functionality of the Typical user and Reports Only roles.	N/A	
Administrator	Person who can manage organization users, sites, and clinicians in NCIR. They run practice-level reports, including reminder/recall. This role also has all of the functionality of the Reports Only, Typical User, and Inventory Control roles.	Location Manager	

